

CHANGE NOTICE FOR MANUAL

Date:06/25/2002

Manual: Family Services

To: County Directors of Social Services

Effective 07/01/02, make the following change to the Family Services Manual, Volume I, Chapter VI, Adoption Services, Sections 1304 and 1305.

Please note the following changes to Section 1304

- Name of Section has been changed from Adoption Clearinghouse to Adoption Exchange;
- All registrations are sent directly to NC Kids;
- Registrations are now available for children who are not yet free for adoption;
- Registration forms have been revised; **please use new forms as of 7/1/02**;
- A disc will be mailed to each county by NC Kids containing the new forms by 6/29/02;
- Only one copy of the registration form and one photograph are required for registration. The photograph will not be used for exposure if the child does not want his/her photograph used. Digital photographs will be accepted;
- The child's pre-adoptive summary is a required attachment to the registration;
- All children must be registered on the Adoption Resource Exchange within 30 days of being legally free for adoption, unless a permanent family has been identified and;
- All children will be registered on the National Adoption Exchange.

Please note the following changes to Section 1305

- Change in use of vendor payments. The total amount of \$2400 can now be used for either medical or therapeutic services or a combination of both. **Adoptive parents should be made aware of this change, but the existing adoption assistance agreements do not need to be changed**;
- Revised Adoption Assistance Checklist, DSS 5012. **Please note the explanations after each funding source, and the need for initials of adoptive parents indicating they are unable to adopt without the assistance** ;
- Revised Adoption Assistance Agreement, DSS 5013. **Please use new forms as of 7/1/02**; and
- Inclusion of policy changes that have been previously addressed in Administrative Letters and Dear County Directors letters since the last issuance of policy on 1-1-98.

Please ensure that all staff members who have responsibility for adoption services are provided copies of material or can access it via the web at

<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-05/man/index.htm>. The on-line manual section will be posted on the DSS Division web site on 7/01/02. Questions on Adoption Assistance should be addressed to Esther High at (919) 733-4622 and questions on the Adoption Exchange should be addressed to Catherine Joyner at (919) 733-2279.

Instructions

Remove	dated	Insert	dated
Section 1304 Adoption Clearinghouse	01/01/98	Section 1304 Adoption Exchange	07/01/02
Section 1305 Adoption Assistance	01/01/98	Section 1305 Adoption Assistance	07/01/02

Sincerely,

A handwritten signature in black ink, appearing to read "Charles C. Harris", followed by a long horizontal flourish line.

Charles C. Harris, Chief
Children's Services Section

Attachments